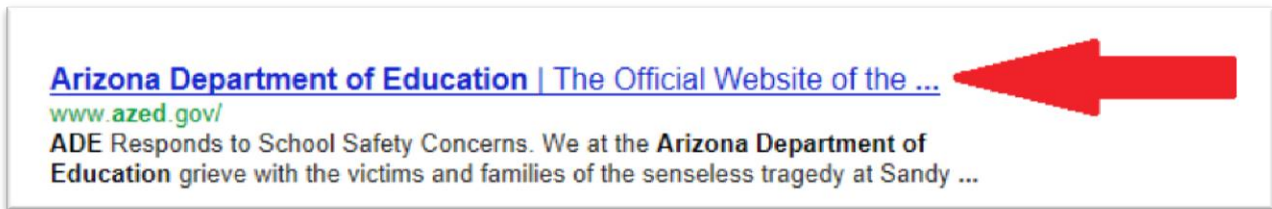## SFSP Quick User Guide

This guide will walk you through how to submit a SFSP application and a claim.

Step 1 – navigate to the CNPWeb

Log into the CNPWeb (https://www.ade.az.gov/CommonLogon/logon.aspx). An easy way to get there is to Google "Arizona Department of Education"

… And click on "COMMON LOGON" as shown in the picture below:

Step 2 - Login

Input your Username and Password at the login page: (see Figure 1)

Figure 1

Be sure to click on CNPWeb from the "Common Logon Application Menu". Then click on the SFSP logo: (see Figure 2 below)
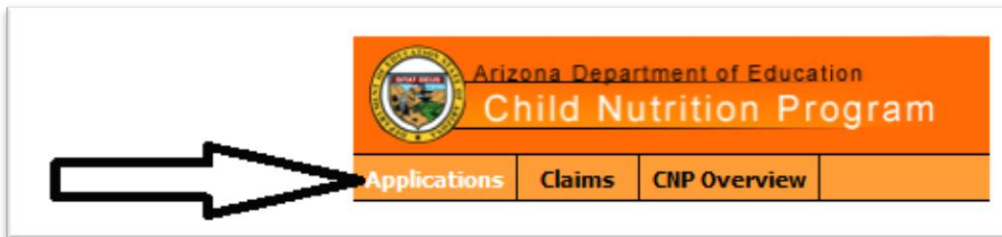
Figure 2

Step 3 - Submitting the SFSP applications

Click on "applications" link as shown in the picture below.

The next page will open, and the information below will be displayed…

Figure 3

It is important to notice in Figure 3 that there are two main parts of the application: (1) one sponsor application, and (2) one *or many* sites depending on the number of SFSP sites your organization has.

Additionally, it is important send the two parts of the application *in the correct order*. The rule is: submit all of your site applications first, and then your sponsor application, second (See *Figure 4*, below.)
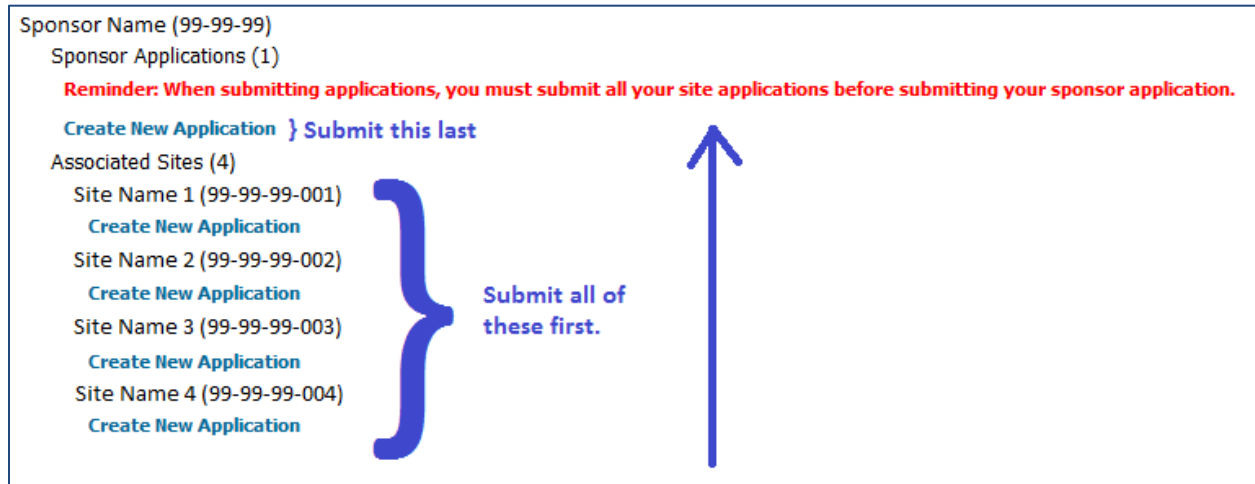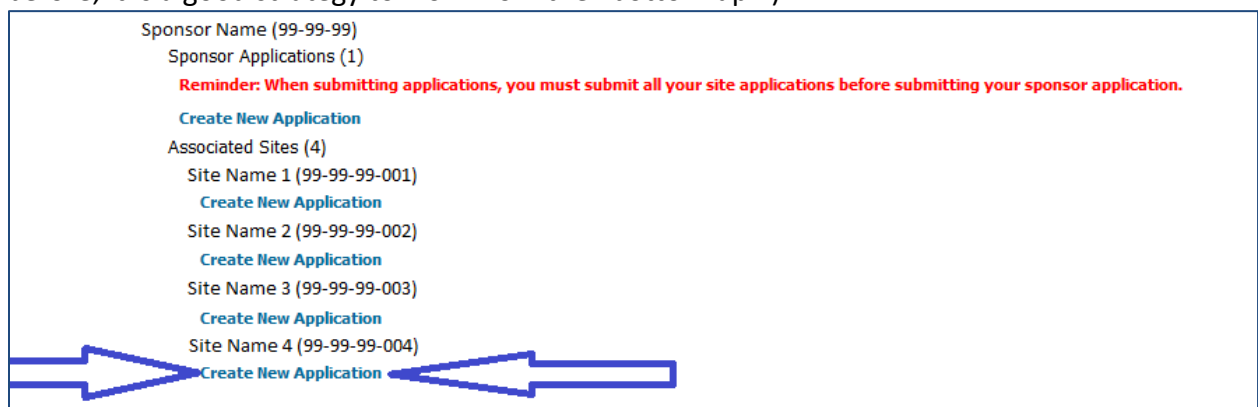
Figure 4


```
Sponsor Name (99-99-99)
    Sponsor Applications (1)
        Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.

    Create New Application } Submit this last
    Associated Sites (4)
        Site Name 1 (99-99-99-001)
            Create New Application
        Site Name 2 (99-99-99-002)
            Create New Application                Submit all of
        Site Name 3 (99-99-99-003)                these first.
            Create New Application
        Site Name 4 (99-99-99-004)
            Create New Application
```

A good strategy when submitting the applications is the work *from the bottom up*, as illustrated by the direction of the arrow.

HOW TO SUMBIT THE SITE APPLICATION(S)

As mentioned already, you will individually create each new site application, fill them out, and send each one to ADE. The steps below will take you through the process.

Use the following three-step example to submit *each* of the site applications.

1) Click " Create New Application " under *a site*. (You can start with any site, but as mentioned before, it is a good strategy to work from the "bottom up".)


```
Sponsor Name (99-99-99)
    Sponsor Applications (1)
        Reminder: When submitting applications, you must submit all your site applications before submitting your sponsor application.
    Create New Application
    Associated Sites (4)
        Site Name 1 (99-99-99-001)
            Create New Application
        Site Name 2 (99-99-99-002)
            Create New Application
        Site Name 3 (99-99-99-003)
            Create New Application
        Site Name 4 (99-99-99-004)
            Create New Application
```

The next page shows an example of the site application that will open as a result of clicking on the "Create New Application" link.

2) Complete the form as indicated in the SFSP manual. When finished, scroll to the bottom and click "Submit" (as shown below).

You will see this message...

Confirmation
Submitted Confirmation
You are in **SFSP Home** > Confirmation

Site application from Bellair Elementary School has been submitted.
Click here to return to the application index.

3) … click "here".

Notice that the site has now been submitted and is in a "Not-Reviewed" status.

Sponsor Name (99-99-99)
   Sponsor Applications (1)
   Reminder: When submitting applications, you must submit all your site applications before submitting your
   Create New Application
   Associated Sites (4)
   Site Name 1 (99-99-99-001)
      Create New Application
   Site Name 2 (99-99-99-002)
      Create New Application
   Site Name 3 (99-99-99-003)
      Create New Application
   Site Name 4 (99-99-99-004)

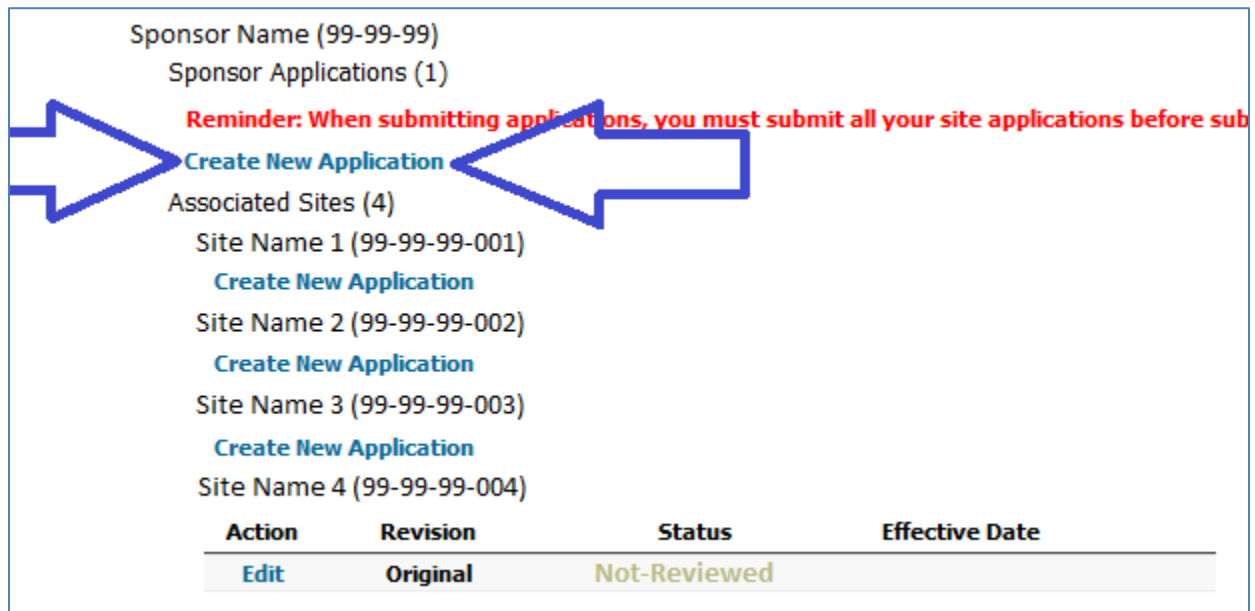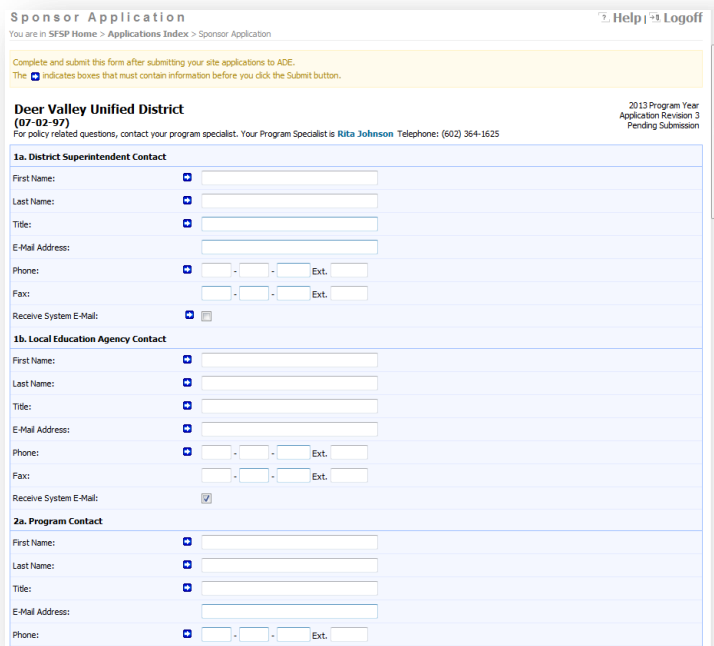| Action	Revision	Status	Effective Date
View	Original	Not-Reviewed	

✔ Repeat steps 1-3 for each site.

Step 4 - Submitting the SFSP Sponsor Application

Click on the "Create New Application" link as shown in the picture below:

As shown below, the sponsor application will open and the fields will be empty. Complete the application. Answer the two certification statements and click the submit button at the bottom of the page.

A message will indicate that your sponsor application has been submitted. Click the "here" link to return to the main application screen.

When you see both "Submitted to ADE" on the sponsor claim and "Not-Reviewed" on the each of the site claims, you have successfully submitted your ADE online application.

If your organization has more than one site, your submitted online application may look like this:

Submitting claims on the CNPWeb

The next step is to submit reimbursement claims.

Step 1: Login to the CNPWeb If not currently logged in, login and select SFSP icon as instructed in *Figure 2* on page 2. This time, instead of "applications", you will click on, "claims".
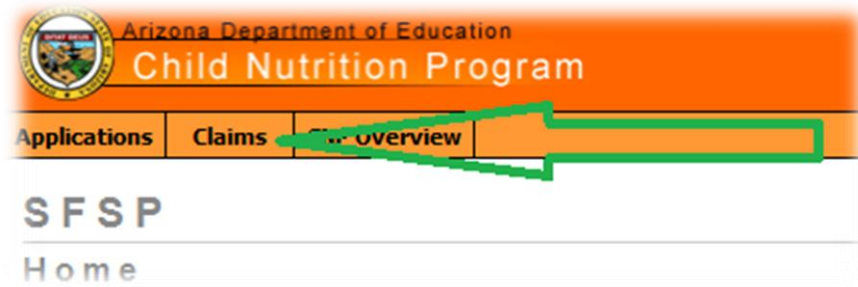
Step 2: Choose the appropriate month. If you are submitting the current claim for the month that had just ended, the correct month will be automatically chosen by default. If not, change it as necessary.

Step 3: Submitting the claims

The best way to illustrate submitting a claim is with an example. Let's say that you have 11 sites on your SFSP as shown in *Figure 5*. We are going to submit the first claim and we will do so with a site called Sunrise Elementary School. Click on "Create new claim" under the site name as illustrate in *Figure 5*.

Figure 5

When you click the "Create New Claim" link, a blank claim form will open (see Figure 6).

Figure 6

Referring to **Figure 6** and continuing with our example… If the number of days served is 14 and the number of meals served is 510, then key in those numbers as shown in **Figure 7**. Then click "save".

Figure 7

Enter the information into the form. For meal quantities that are unknown or none served, enter zero (0). Click **Save** to save your changes or cl *numbers* (no decimals/cents).

Sunrise Elementary School
(07-02-97-117)

Sponsored by Deer Valley Unified District (07-02-97)
2013 Program Year
June
Original Claim

Regular Claim

Pending

Seamless Waiver - Breakfast - Severe Need	
Number of Days Served:	14
Meals Served:	510
Average Number of Participants Per Day:	36

Save   Delete   Cancel

Click on "Claims" again (as you did in in the picuture at the top of page 8). You will see the following screen:

Figure 8

Program Year:	2012
Month:	January
Claim Status:	[All]
Search for:	Sponsor
○ Search by Name:	Begins with… Go
● Search by CTDS:	Go (Enter as a number with no punctuation)

Deer Valley Unified District (07-02-97)

▸ **View Meal Service Summary**
▸ **View Payment Summary**
▸ **View Accounts Payable/Receivable**
▸ **View Advance Summary**

Reminder: You must submit your claims by clicking the link below to receive reimbursement.
▸ **Submit All Claims**

January

Sunrise Elementary School (07-02-97-117)
▸ **View Site Meal Service Summary**

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Pending	07/10/2012 8:46a	Created by:

Desert Winds Elementary School (07-02-97-118)
▸ **Create New Claim**

Notice that the Sunrise Elementary School site has been saved and is now in a "pending" status. Follow the same procedure in **Step 3** (bottom of page 8) for the remainder of your sites. In other words, save all claims and put them in a "Pending" status.

Following our example, if Sunrise Elementary School is your *only site*, then you have finished saving all of your sites and can go on to the next step.

Now that *all* of your site claims are in a pending status (hint, _double-check now that this has been done_), click the link: ▸ Submit All Claims as shown in *Figure 8.*

Notice how each claim that you created is now in a submitted status.

You have now completed the process of submitting a SFSP claim.